

FDIC SIMPLIFIED CONTRACTING FILE CHECKLIST

RFQ/RFP NO.:	DESCRIPTIONS OF SERVICES:		CONTRACT NO.:	
PROGRAM OFFICE (PO):	PROGRAM OFFICE REPRESENTATIVE:		PO REPORT NO.:	
CONTRACT AWARD DATE:	CONTRACT SPECIALIST:	OVERSIGHT MANAGER (OM):		OM EXTENSION:
CONTRACTOR:		POINT OF CONTACT (POC):		POC PHONE NO:

<input type="checkbox"/> PURCHASE ORDER	<input type="checkbox"/> CONTRACT
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INSTRUCTIONS: Check below as appropriate. (If not applicable, check N/A)

ITEM #		IN	N/A	ITEM #		IN	N/A
	PART 1 SOLICITATION DOCUMENTATION				PART IV ADMINISTRATION		
1	Requirements Package			1	Oversight Manager/TM Letter		
2	Solicitation List/MWOB Status			2	OM/TM Notice to Contractor		
3	Solicitation Method			3	Invoice Log and Invoices		
3a	Oral Solicitation			4	Delivery/Acceptance Documentation		
3b	RFQ			5	Purchase Order/Contract		
3c	RFP			6	Modifications		
4	Amendments						
	PART II EVALUATION SUMMARY				PART V COMMUNICATION		
1	Oral RFQ Log (Price Only)			1	External Correspondence		
2	Abstract of Written Quotations/Offers			2	Internal Email		
3	Proposals			3	Internal Memorandum		
4	Technical Evaluation (TEO)						
5	Price Evaluation						
6	Combined Scoring Documentation						
	PART III CONTRACT AWARD				PART VI CLOSEOUT		
1	NCS Check (Disqualifying conditions)			1	Goods/Services Accepted		
2	Eligibility Certification (≥ \$25,000)			2	Final Payment		
3	Reference Check			3	CCM Screen		
4	Unsuccessful Offeror Letters			4	POS Documentation (Screen 19)		
5	Debriefing Documentation			5	Contractor Performance Evaluation (≥\$50,000)		

I certify that the contract file is complete and conforms to the requirements of the APM.

Contracting Officer

Date _____